



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date 10-15-73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No. DL-013		Date Received OCT 20 1973	Application No. 73-551	Date Completed NOV 26 1973
3. AGENCY, Division, Subdivision & Administering Office Address State Manpower Planning Council 501 Pulliam St., S.W. Atlanta, Georgia 30312		4. Person to Contact Paul Hemmann		
		5. Working Title Exec. Secty.	6. Tel. No. 656-3157	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED

8. Earliest & Latest Dates of Series 1968-Date	9. Exact Series Title Manpower Planning File
---	---

10. What is the function of the office in which this record series is created?
- The State Manpower Planning Council is responsible for conducting studies of manpower needs, establishing priorities, allocating federal manpower training funds and coordinating program implementation at state and area levels. Each of these functions are developed into a comprehensive annual state plan to advise the Governor and to insure funding.

Documents related to Federal Regulations, Multi-jurisdictional planning and fund allocations.
Included are the master copies of area and state plans, special study findings, evaluation reports and correspondence related thereto.
The file is arranged alphabetically by subject.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers	10	15		36	54		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
				This Year's	Last Year's	Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES	5	3	0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ANNUAL STATE MANPOWER PLAN ☒ [X] ☐ []
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☐ [] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept Permanent years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Files need to be kept for two years for reference.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [] CALENDAR YEAR ☒ [X] FISCAL YEAR ☐ [] OTHER _____, then:

- ☒ [X] Hold in the current files area _____ month(s)/ 1 year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold _____ year(s):
- ☐ [] Destroy.
- ☒ [X] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify) _____

Files need to be kept for two years for necessary reference and then destroyed.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>[Signature]</i>		Date 10-15-73	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Paul Hermann</i>	10/15/73
	State Auditor/Designee	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>William M. Dyer</i>	11-20-73
	Secretary of State/Designee	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Carroll Hart</i>	11-20-73
	Attorney General/Designee	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Robert Shell</i>	11-20-73

STATE RECORDS
COMMITTEE

FIELD PURCHASE ORDER

FROM: EMPLOYMENT SECURITY AGENCY STATE OF GEORGIA - DEPARTMENT OF LABOR ATLANTA, GEORGIA 30334			PURCHASE ORDER NO. DATE September 28, 1973		
TO: American Office Equipment Co. 566 Mulberry Street Atlanta, Ga. 31202 <i>MARCONI</i>			AGENCY CODE 0360		
VENDOR CODE _____			AGENCY REQUISITION NUMBER 362		
SEND INVOICE TO: Georgia Department of Labor Room 198 State Labor Building Atlanta, Georgia 30334		DELIVER ITEMS TO 501 Pulliam Street Suite 306 Atlanta, GA.		DELIVERY DATE 10-2-73	
NOTE: Prices quoted are F.O.B. destination except where otherwise specified. Items here in ARE [] ARE NOT [] exempt from Georgia Sale & Use Taxes. Order number must appear on invoice, package, bill of lading, etc. All invoices must be in triplicate.					TERMS:
ACCEPTANCE: This order, in the absence of any other contract covering the same, constitutes a binding contract faithfully to execute this order, in accordance with the law of the State of Georgia. Make all bills to each department separately. Do not substitute without our authority.					

ITEM	Qty. & Unit	ITEM CODE	DESCRIPTION	NET UNIT PRICE	TOTAL
1	6 Ea.	316	File Cabinets, 5 drawer, letter size, mist green, metal For: CAMPS Cost Center #07495 <i>Det 15, 1973</i> <i>Approved for purchase</i> <i>[Signature]</i>	96.50	579.00
GRAND TOTAL					579.00

<input type="checkbox"/> EMERGENCY PURCHASE ORDER AUTHORIZATION NUMBER _____	<input checked="" type="checkbox"/> CONTRACT RELEASE ORDER CONTRACT NUMBER 03240
<input type="checkbox"/> CONFIRMATION PURCHASE ORDER <input type="checkbox"/> DELEGATED PURCHASE ORDER <input type="checkbox"/> OTHER LOCAL PURCHASES	

APPROVED <i>[Signature: William C. Lehsten]</i> FISCAL OFFICER William C. Lehsten	APPROVED <i>[Signature: W. O. Brooks]</i> DIRECTOR, ESA W. O. Brooks
--	---

PROCUREMENT OFFICER <i>[Signature: Randy Duran]</i>	SIGNATURE
---	-----------

VENDOR'S COPY

GEORGIA DEPARTMENT OF LABOR
ROOM 195 STATE LABOR BLDG.
ATLANTA, GEORGIA 30334

TO: STATE RECORDS MANAGEMENT OFFICER
330 CAPITOL AVE., S.E.
ATLANTA, GEORGIA 30334

DATE 10-15-73

FROM: RECORDS MANAGEMENT OFFICER
GEORGIA DEPARTMENT OF LABOR

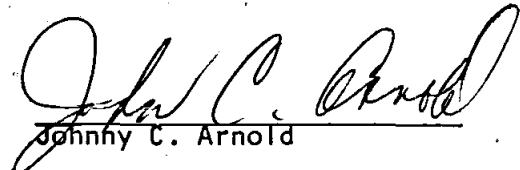
SUBJECT: REVIEW OF REQUEST FOR FILING EQUIPMENT

REFERENCE: REQUISITION NO. 362 & 5093 ESTIMATED COST \$2,169.00

DESCRIPTION: 6 file cabinets, 5 drawer, letter size, metal
6 storage cabinets, double door, shelves on both sides, metal.

Review is in accordance with Records Management Bulletin No. 4, page 3, par. 5b.

1. Are inactive records stored in filing equipment in office space? no
2. Is excess filing equipment available elsewhere in Department? no
3. Is most economical equipment practical being ordered? yes
4. Is there a realistic retention standard for files for which equipment is needed?
a. established _____ b. in progress XXX
5. Recommendation as to essentiality. State Manpower Planning Council is opening
6 new offices over the State and need these cabinets to furnish the offices.


Johnny C. Arnold
Records Management Officer

Labor

313-16

November 27, 1973

Mr. Robert F. Smith
Deputy Secretary
Georgia State Manpower
Planning Council
Suite 148, 501 Pulliam St., SW
Atlanta, Georgia 30312

Dear Mr. Smith:

Enclosed is approved disposition standard for "Manpower Planning File."

Please note that Area Labor Market Reports, Census Updates listed under item 11 were deleted as these are Office Reference Files which have already been scheduled. See paragraph 103-01 of Housekeeping Files.

Extra copies of Area and State Plans were deleted from item 11 since these have already been scheduled. See paragraph e of enclosed Reference Paper Files.

Please call us if we can be of further assistance.

Sincerely,

John F. Dunn
State Records Management Officer

JFD/wa
Enclosures 3

Schedule

73-551